



BOARD OF HEALTH MEETING MINUTES
Tuesday, April 28, 2020

BOARD MEMBERS:

Georgia Hanigan, Commissioner, Payette County (telephonically)
Nate Marvin, Commissioner, Washington County (telephonically)
Tom Dale, Commissioner, Canyon County
Kelly Aberasturi, Commissioner, Owyhee County
Viki Purdy, Commissioner, Adams County
Sam Summers, MD, Physician Representative
Bryan Elliott, Commissioner, Gem County

STAFF MEMBERS:

Nikki Zogg, Jaime Aanensen, Doug Doney, Carol Julius, Katrina Williams, Troy Cunningham

GUESTS: None

MEETING CALLED TO ORDER -- CHAIR

Chairman Elliott called the business meeting to order at 9:04 a.m.

REQUEST FOR ADDITIONAL AGENDA ITEMS

Chairman Elliott asked for additional agenda items. No agenda items were added.

INTRODUCTION OF NEW EMPLOYEES

Jaime Aanensen introduced one new employee.

REVIEW AND APPROVAL OF 03/17/2020 BOARD MEETING MINUTES

Board members reviewed meeting minutes from March 17, 2020.

MOTION: Commissioner Dale made a motion to approve the March 17, 2020 minutes as presented. Dr. Summers seconded the motion. Motion passed unanimously.

REVENUE AND EXPENDITURE REPORT:

Troy Cunningham presented the March 2020 Expenditure and Revenue Report. At this point in the fiscal year the target for expenditures and revenues is approximately 75%. Troy explained that expenditures are mostly on track. He expects an upcoming increase in expenditures due to unreimbursed COVID-19 expenditures for staff overtime.

Troy discussed creating a taskforce of employees to help compile the documentation needed to submit for Federal Emergency Management Association (FEMA) reimbursements. The rule of thumb is to use FEMA as the funding source of last resort. This means other funding sources including our Public Health Preparedness and Response grant need to be exhausted first. There may also be some state funding coming. Troy recently compiled and submitted SWDH anticipated COVID-19 expenditures through the end of the year.

FY2021 BUDGET PRESENTATION

Nikki Zogg presented information for the upcoming Fiscal Year 2021 budget presentations. An increase in contract revenue is expected from new contracts including suicide prevention. Nikki highlighted committed funds, restricted funds, capital funds, auto reserve funds, and the unrestricted operating fund. She noted that SWDH tries to maintain a three month operating expense reserve. The budget will be presented to the Board of County Commissioners of each of the counties SWDH serves. The budget will be approved at the Fiscal Year 2021 Budget Meeting scheduled for Tuesday, May 19, 2020.

COUNTY CONTRIBUTIONS

Board members discussed county contributions percentages. Factors discussed included decreased revenue from taxes due to businesses impacted by COVID-19 closures. Board members discussed holding the county contribution increases low to allow counties to absorb tax revenue losses.

MOTION: Commissioner Dale made a motion to authorize a 1.5% increase in county contributions. Commissioner Purdy seconded the motion. All in favor; motion passes.

PROPOSED MERIT INCREASES

Nikki proposed a 2% merit based pay increase for SWDH employees. A change in employee compensation (CEC) plan is required by the State each year and outlines what the merit plan looks like. Each employee completes an evaluation process and their merits are based on their performance evaluation score and their time in service. She clarified the merit increase is not a 2% across the board for all staff.

Board of Health members discussed the proposed 2% increases. Many counties are faced with no pay increases and significantly decreased tax revenues due to the COVID-19 business closures. Board members also discussed alternatives to merit increases. Nikki mentioned that the Governor has put into place a rule that no agency that request that receives state funding can give more than 20% of their overall employee pool a bonus and no bonus can be more than \$2,000 per person.

Board of Health members do not support a merit increase and directed Nikki and Troy to investigate ways to compensate staff who may have demonstrated superior commitment through the allowed bonus program.

CRISIS CENTER BUDGET PRESENTATION

Nikki presented the Western Idaho Community Crisis Center Fiscal Year 2021 proposed budget. This year the legislature voted to provide another year of funding for the crisis center which will cover July 1, 2020 to June 30, 2021. The funding sustainability plan initially calculated the county's contributions to the Crisis Center in a way similar to how the public health districts are funded based on population and property valuation. Nikki explained that a more appropriate way to figure county contributions may be based on a payer base allowing those who are insured to be a payer based reimbursement. The uninsured clients at WICCC would be changed to the contribution being set based on the Medicaid rate currently \$310 per visit. Board members discussed the estimated annual payer contribution for those insured.

MOTION: Commissioner Dale made a motion to approve the WICCC budget as presented. Commissioner Purdy seconded the motion. All in favor; motion passes.

CALDWELL BUILDING RE-SIDING PROJECT UPDATE

Doug Doney provided an update on the building re-siding project at the Caldwell facility. The project remains on target for budget purposes. A final walk through is scheduled by May 7, 2020.

COVID-19 UPDATE

The COVID-19 Emergency Operations Center (EOC) is now activated full time with all of the command positions assigned. Staff have contributed more than 7,000 hours to the COVID-19 response.

Incident command staff provide COVID-19 updates for their sections. Troy provided an update on the financial and procurement side of the COVID-19 response and is providing tools to track costs for this event.

Employee health nurse, Frances D'Orazio, has been working with front end staff to monitor SWDH employees when they enter and has been distributing masks for staff to wear daily. Frances has also been monitoring staff who have shown symptoms of being sick.

One of the goals of the SWDH response has been to provide guidance and tools to the community to help them be the safest they can be. While SWDH staff will encourage businesses to operate within the Governor's plan we will not shut down businesses who reopen in advance.

Ricky Bowman, Public Health Preparedness and Response Manager, has organized the liaison team and they have been working really hard to provide guidance and resources for businesses.

BUSINESS COOP (CONTINUITY OF OPERATIONS PLAN)

Carol Julius provided a Continuity of Operations Plan (COOP) update. Carol has headed up a team of staff to address reducing the number of staff onsite and will now work to begin to bring staff back onsite. The COOP team is also working to address essential services to ensure SWDH continues to address the community's needs during the COVID-19 event response. Most of the community health services are on pause. Women Infant Children (WIC) services have continued via telephone and Carol reported a slight increase in numbers of clients served due to unemployment and job loss.

The COOP team is working to develop next steps for expanding clinic services.

WESTERN IDAHO COMMUNITY CRISIS CENTER UPDATE

The Western Idaho Community Crisis Center (WICCC) has seen an increase in the number of clients served and is serving clients through telehealth services.

ANNUAL AUDITS

Troy followed up with Board members regarding the annual audit provider discussion. The Legislative Services Office (LSO) audit for this year has been rescheduled to later this year to accommodate the COVID-19 event response as well as our agency's investigation into pursuing private audit options.

Troy suggested that as part of the process going forward that reviewing references be considered for potential audit services providers.

MOTION: Commissioner Aberasturi made a motion to move ahead with making a formal request to the Legislative Council to pursue private audit options. Commissioner Dale seconded the motion. All in favor. Motion passes.

DIRECTOR'S REPORT

IAB – Business meeting only

The annual Idaho Association of District Boards of Health annual meeting has been scaled back to business meeting only to be held virtually on Thursday, June 11, 2020

Budget Committee Meeting (Proxy Forms)

The next Board of Health meeting will also have our Business Meeting. Board of Health members who are not Chair of their County Commissioner Board will need a proxy form from the Chair to vote at the budget hearing.

Term Expirations

Board member terms expire in June for Canyon County, Owyhee County, Washington County, and the physician representative. Katrina will send a request to the clerk for appointment or re-appointment of a Board of Health member and those forms will be forwarded to each county for approval.

There being no further business, the meeting adjourned at 11:40 a.m.

Respectfully submitted:

Approved as written:



Nikole Zogg
Secretary to the Board



Bryan Elliott
Chairman

Dated: May 19, 2020